

Chapter 12

Public Library Access Card (PLAC) Non-Resident Fees Reciprocal Borrowing

The Public Library Access Card (PLAC) Program

<http://www.in.gov/library/2805.htm> -- PLAC Information and Instructions for the PLAC Quarterly Report Form

<http://www.in.gov/library/2809.htm> -- PLAC Rules and Guidelines

- The fee for an individual card for 2008 is **\$30.00**.
- Designed to allow a resident of Indiana who has a valid public library card to be able to purchase a PLAC card at any public library in Indiana for a set fee.
- Established by law in 1992 to begin January 1, 1993.
- The resident must be in "good standing" at his or her home library. Libraries that issue PLACs must verify that an individual is in "good standing" at his/her home library (where the individual has been issued a local library card).
- The fee is based on forty percent (40%) of the current average operating fund expenditure per borrower by all eligible public libraries as reported annually by the State Library in the State Library's annual "Statistics of Indiana Libraries". (Indiana Code 4-23-7.1-5.10)
- The change in cost changes on January 1 and ends on December 31.
- The card can be purchased for the same price at any public library in Indiana.
- The card expires one year from date of purchase.
- **If a person does not pay property tax to a public library district, a nonresident card must be purchased at the price the library sets for a non-resident card, then a PLAC card may be purchased.**
- Public libraries need to set up a separate fund, not an appropriated fund for PLAC fees. It is not necessary to set up a separate bank account. All libraries will call this fund the Public Library Access Card (PLAC) fund.
- Each public library must record the home library of each PLAC cardholder who used their library as well as the number of items borrowed by a PLAC cardholder.
- The Indiana Administrative Code (590 IAC 3) pertaining to PLAC guidelines is included in this chapter.
- Each public library will annually determine what types of materials will be loaned to PLAC cardholders, but at least books that normally circulate must be available for loan. This list of Public Library Access Card (PLAC) Borrowing Restrictions is available at
<http://www.in.gov/library/files/PLAC2004.xls>
- Any questions need to be directed to the Indiana State Library, Library Development Office at 1-800-451-6028.

Non-Resident Fees

- According to Indiana Code (IC 36-12-2-25), the library board must set and charge a fee for a local library card issued to an Indiana resident who is not a resident of the library district.
- The minimum fee that the board may set under this subsection is the greater of the following:
 - The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana state library's annual "Statistics of Indiana Libraries".
 - Twenty-five dollars (\$25).
- Recommended Non-Resident Calculations:
 - Individual Card
 1. Determine the library's annual operating expenditures.
 2. Divide that amount by the population served.
 3. Example:

Total		Total		Individual
Operating	÷	Population	=	Card
Expenditures		Served		
(\$230,000)	÷	(7,620)	=	(\$30.18)
 - Family Card
 1. Determine the library's annual operating expenditures.
 2. Divide that amount by the population served.
 3. Multiply that figure times the average family size or 2.5.
 4. Example:

Total		Total			Family
Operating	÷	Population	x	2.5	= Card
Expenditures		Served			
(\$230,000)	÷	(7,620)	x	2.5	= (\$75.45)
- The non-resident fee must be the greater of \$25.00 or the operating expenditure per capita as published in the most recent "Statistics of Indiana Public Libraries".
- The Indiana Code (IC 36-12-2-25) pertaining to non-resident fee guidelines is located in the Survival Guide's Chapter 6 - Indiana Library Laws
- Any questions need to be directed to the Indiana State Library, Library Development Office at 1-800-451-6028.

Statewide Reciprocal Borrowing

- Participating libraries sign an agreement that allows users from any other participating library to borrow books in person at public libraries all over Indiana.
- Any person who has a current resident library card from their local library can use Reciprocal Borrowing. Cardholders from contracting townships are not eligible for this program.
- A current list of participants is included in this chapter.
- For those libraries wishing to participate in the state wide reciprocal borrowing program, a covenant has been included in this chapter. It must be filled out and returned to the LDO office in order to participate in the program and be added to the list.
- Any questions need to be directed to the Indiana State Library, Library Development Office at 1-800-451-6028.
- **DO NOT REQUIRE A PLAC CARD**, if the patron's home library is on the Reciprocal Borrowing List and they are a taxing resident of that home library. A list of participating libraries can be found at:
<http://www.in.gov/library/files/RBCOVENANTS060908.xls>

Any 2 or more libraries may sign a local reciprocal borrowing covenant to allow only those libraries to participate in a reciprocal borrowing program that only includes their libraries and not participate statewide. This agreement is at the consent of the local library board and not required by state law. PLAC, on the other hand, is state law and **all public libraries in Indiana are required** to sell a PLAC card to anyone who has a current and valid public library card from any other public library in the state.